



County of Los Angeles CHIEF EXECUTIVE OFFICE

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LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

December 18, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**DEPARTMENT OF HEALTH SERVICES: APPROVAL OF AN AMENDMENT
TO THE HEALTH CARE WORKFORCE DEVELOPMENT PROGRAM
ACADEMIC DEVELOPMENT TRAINING AGREEMENT
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the Director of Health Services (Director), or his designee, to execute Amendment No. 2 with Los Angeles Community College District on behalf of Valley College (County Contract No. H-701897) to extend the term of the Agreement and expand the scope of work for the provision of Academic Development Training, effective date of Board approval through December 31, 2008, with no increase to the maximum obligation of \$313,430.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval will enable the Department of Health Services (Department or DHS) to execute an Amendment, substantially similar to Exhibit I, with Los Angeles Community College District on behalf of Valley College (LACCD) that will expand the provision of Academic Development Training (ADT) and extend the term.

FISCAL IMPACT/FINANCING

On December 20, 2005, the County entered into an Agreement for ADT with LACCD for a total maximum obligation of \$313,430 offset by State funds. There is no change to the maximum obligation of \$313,430. Funding is included in the Health Services Administration's Fiscal Year (FY) 2007-08 Final Budget and will be requested in FY 2008-09.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On December 8, 2005, your Board approved a contract with LACCD to provide educational training which addressed the key barriers to DHS employees attempting to qualify to enter college level nursing, medical record coding and health information courses.

On July 1, 2007, under delegated authority, Amendment No. 1 extended the Agreement for six months to December 31, 2007.

Under this Amendment, the term will be extended for an additional 12 month period through December 31, 2008, without an increase to the maximum obligation of \$313,430. To date, approximately \$153,415 has been spent for contracted services. Since Valley College received a one-year grant, effective July 1, 2007 from the State Chancellor's Office to provide adult basic academic preparation courses in math and English to approximately 225 students, the remaining funds are being allocated to fund about 13 pre-requisite classes including anatomy, physiology and related lab classes.

These pre-requisite classes, needed by students to enter nursing and other health professions, have long wait lists. By including this additional coursework under this contract, the Department will be able to secure class space for qualified DHS employees and expedite the student's entry into the professional programs. All training will be offered at either the Valley College campus or DHS training sites.

The County may terminate the Agreement with a 10-day prior written notice.

Attachment A provides additional information.

County Counsel has reviewed and approved Exhibit I as to form.

CONTRACTING PROCESS

Not applicable.

Honorable Board of Supervisors
December 18, 2007
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this action will allow DHS to expand educational services with LACCD to enhance the ability of DHS employees to qualify for college level nursing, medical record coding and health information courses.

CONCLUSION

When approved, DHS requires three signed copies of the Board's action.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a stylized flourish at the end.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH
SAS:LT:bjs

Attachments (2)

c: County Counsel
Director and Chief Medical Officer, Department of Health Services

121807_DHS_Academic

SUMMARY OF AGREEMENT AMENDMENT

1. TYPE OF SERVICE:

Academic Development Training

2. AGENCY ADDRESSES` AND CONTACT PERSONS :

Los Angeles Community College District on behalf of Valley College
5800 Fulton Avenue
Valley Glen, CA 91401
Attention: Tom Jacobsmeyer
Telephone: (818) 947-2547

3. TERM:

Agreement H-702611: December 20, 2005 through June 30, 2007.
Amendment H-702611-1: July 1, 2007 through December 31, 2007.
Amendment H-702611-2 January 1, 2008 through December 31, 2008.

4. FINANCIAL INFORMATION:

On December 20, 2005, the County entered into an Agreement for Academic Development Training with Los Angeles Community College District on behalf of Valley College for a total maximum obligation of \$313,430 offset by State funds.. There is no change to the maximum obligation of \$313,430. Funding is included in the Health Services Administration's Fiscal Year (FY) 2007-08 Final Budget and will be requested in FY 2008-09.

5. GEOGRAPHIC AREAS SERVED:

Countywide

6. ACCOUNTABLE FOR MONITORING:

Vivian Branchick, Chief Nursing Officer

7. APPROVALS:

Chief Financial Officer: Allan Wecker

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel (approval as to form): Julia Weissman, Deputy County Counsel

Contract No. H-701897-2

INSTRUCTION, TRAINING, CONSULTING, AND SUPPORT SERVICES AGREEMENT
FOR ACADEMIC DEVELOPMENT

AMENDMENT NO. 2

THIS AMENDMENT is made and entered into this _____ day
of _____, 2007,

by and between

COUNTY OF LOS ANGELES
(hereinafter "County"),

and

LOS ANGELES COMMUNITY COLLEGE
DISTRICT on behalf of
LOS ANGELES VALLEY COLLEGE
(hereafter "Contractor").

Business Address:
5800 Fulton Avenue
Valley Glen, CA 91401

WHEREAS, reference is made to that certain document entitled
"INSTRUCTION, TRAINING, CONSULTING, AND SUPPORT SERVICES
AGREEMENT FOR ACADEMIC DEVELOPMENT", dated December 20, 2005, and
further identified as County Agreement No. H-701897 and amendment
thereto (hereafter referred to as "Agreement" or "Contract"); and

WHEREAS, it is the intent of the parties hereto to amend
Agreement to expand its scope of work and to provide for the
changes set forth herein; and

WHEREAS, Agreement provides that further changes to its
terms may be made in the form of a written Amendment which is
formally approved and executed by the parties.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall be effective date of Board

approval.

2. Agreement Paragraph 1, TERM AND TERMINATION, Subparagraph A, is revised to read as follows:

"1. TERM AND TERMINATION:

A. This Agreement shall be effective December 20, 2005 and shall continue in full force and effect through December 31, 2008."

2. Agreement Paragraph 3, DESCRIPTION OF SERVICES, is revised to read as follows:

"3. DESCRIPTION OF SERVICES: Contractor shall provide services as described in Exhibit A-1, Scope of Work, attached hereto and incorporated herein by reference."

3. Agreement Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, is revised to read as follows:

"4. MAXIMUM OBLIGATION OF THE COUNTY: The maximum obligation of County hereunder shall not exceed Three Hundred Thirteen Thousand, Four Hundred Thirty Dollars (\$313,430), payable as described in Exhibit B-1, Billing and Payment, attached hereto and incorporated herein by reference."

4. Exhibit A, Description of Services, shall be replaced in its entirety by Exhibit A-1, attached hereto and incorporated herein by reference.

5. Exhibit B, Billing and Payment, shall be replaced in its entirety by Exhibit B-1, attached hereto and incorporated

herein by reference.

6. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services and Contractor has caused this
Amendment to be subscribed in its behalf by its duly authorized
officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Bruce A. Chernof, M.D.
Director and Chief Medical Officer

LOS ANGELES COMMUNITY COLLEGE
DISTRICT on behalf of LOS ANGELES
VALLEY COLLEGE

Contractor
By _____
Signature

THOMAS JACOBSMEYER, VP of Administration

Printed Name

APPROVED AS TO FORM;
BY THE OFFICE OF THE COUNTY COUNSEL

By _____
Deputy County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Health Services

By _____
Cara O'Neill, Chief
Contracts and Grants Division

valleycollege2.sd
06/08/07

INSTRUCTION, TRAINING, CONSULTING AND SUPPORT
SERVICES AGREEMENT FOR ACADEMIC DEVELOPMENT

Scope of Work

Contractor shall provide training, consultation and support services for Health Care Workforce Development Program (HCWDP) staff and instructional services for DHS employees (participants) to prepare them for success in college-level health career programs (e.g., nursing, medical record coding, etc).

A. Training, Consultation and Support Services: Training, consultation and support services include but are not limited to the following:

1. Development of curricula in the following subject areas: Math and Study Skills (e.g., test-taking, time management, note taking, etc.), English and Study Skills, and a bridge program for employees entering college-level Medical Record Coding and Nursing training programs.

2. In-service trainings for HCWDP instructional, tutoring and/or coaching staff on the topic of developing math and English skills in adult learners.

Invoicing for curriculum development shall be in accordance with Exhibit B-1, Billing and Payment. In-service trainings shall be provided at no cost to County.

B. Instructional Services and Number of Modules to be

Provided: Contractor shall provide instruction in the following subject areas, for cohorts of up to 25 employees per class group:

1. Math: A 54-hour module focusing on math Skills;
2. English: A 54-hour module focusing on reading, writing, and Study Skills;
3. Pre-Medical Record Coding: A 54-hour 16-week bridge program for participants preparing to enter college-level Medical Record Coding programs (48 hours of instruction plus 6 hours of tutoring and conferences). The content of this bridge program includes study skills, test-taking strategies, reading comprehension, medical terminology, and anatomy and physiology.
4. Social Sciences: 54-hour three-unit courses for students preparing to enter nursing and other health care career path programs.
5. Physical Sciences: 54-hour four unit lab course for students preparing to enter nursing and other health care career path programs.

Contractor shall be reimbursed for these instructional services in accordance with the rate specified in Exhibit B-1, Billing and Payment. In the event that a condensed module (i.e., shorter in duration than the 54-hours) is needed because of time constraints, Contractor shall cooperate with Director in the provision of a shortened module. Reimbursement to Contractor shall be adjusted and

Contractor shall be reimbursed commensurate with the actual hours of the shortened module.

The Bridge Program for pre-Medical Record Coding students may be repeated twice under this Agreement.

Contractor shall be reimbursed for the Bridge Program in accordance with the rate specified in Exhibit B-1, Billing and Payment. In the event that a condensed module (i.e., shorter in duration than the 54-hours) is needed because of time constraints, Contractor shall cooperate with Director in the provision of a shortened module. Reimbursement to Contractor shall be adjusted and Contractor shall be reimbursed commensurate to the actual hours of the shortened module.

C. Project Coordinator, Instructors, Textbooks and Student Supplies: Contractor shall provide a Project Coordinator, if requested by Director, who will be available 25 hours per month to oversee the delivery and completion of all the modules and Bridge Programs under this Agreement.

The duties of the Project Coordinator include:

- Project coordination with HCWDP staff;
- Interviewing, hiring, and evaluating instructors;
- Conducting and evaluating assessments;
- Coordinating the selection of textbooks, study guides, and instructional materials;
- Overseeing the instruction of the modules;
- Overseeing in-services for HCWDP staff;

- Overseeing curriculum development and design.

The Project Coordinator shall be invoiced in accordance with Exhibit B-1, Billing and Payment.

Contractor shall also provide qualified instructors, textbooks and student supplies required by County employees.

The cost for the instructors has already been included in the reimbursement for the courses and is not reimbursable separately.

Textbooks and student supplies shall be invoiced in accordance with Exhibit B-1, Billing and Payment.

D. Location and Schedule for Services: Service locations may include various DHS facilities, HCWDP's administrative office, or other locations, and at times mutually agreed to between Contractor and HCWDP staff.

INSTRUCTION, TRAINING, CONSULTING AND SUPPORT
SERVICES AGREEMENT FOR ACADEMIC DEVELOPMENT

Billing and Payment

A. Maximum Obligation

County's maximum obligation for all services hereunder is
\$313,430.

B. Billing and Payment

Contractor shall be reimbursed in arrears for all services
as follows:

1. Curriculum Development Services :

Following acceptance and approval of the Math, English
and Pre-Medical Record Coding Bridge Program curricula
by Director, Contractor shall be reimbursed \$1,000 for
each curriculum.

2. Math or English or Social Science Courses :

Contractor shall be reimbursed at the rate of \$10,200
for each Course provided. This rate includes the cost
for the instructor(s), but does not include the cost of
textbooks or student supplies, which are to be
reimbursed as described below. If, in accordance with
Exhibit A-1, Contractor provides a shortened module as
requested by Director, then reimbursement to Contractor

shall be reduced commensurately, and Contractor shall be reimbursed according to the actual hours of the shortened module. Invoices for the courses shall be supported by participant sign-in sheets.

3. **Physical Science Courses with Labs:** Contractor shall be reimbursed at the rate of \$15,569 for each Physical Science course with Lab. This rate includes the cost for the instructors, Lab Technicians, Student Worker, parking and enrollment fees.

4. **Pre-Medical Record Coding:**

Contractor shall be reimbursed at the rate of \$10,200 for each Pre-Medical Record Coding (Pre-MRC) Bridge Program provided. This rate includes the cost for the instructor(s), but does not include the cost of textbooks or student supplies, which are to be reimbursed as described below. If, in accordance with Exhibit A-1, Contractor provides a shortened module as requested by Director, then reimbursement to Contractor shall be reduced commensurately, and Contractor shall be reimbursed according to the actual hours of the shortened module. Invoices for the Pre-MRC Bridge Program shall be supported by participant sign-in sheets.

5. **Project Coordinator:**

Contractor shall be reimbursed at the rate of \$1,600

per month for the services of a Project Coordinator, if the service is required.

6. **Textbooks:**

Contractor shall be reimbursed based on its actual cost for the textbooks so long as the allocation of \$200/student for Textbooks is not exceeded.

7. **Student Supplies:**

Contractor shall provide Student Supplies such as notebooks, paper, etc. at a cost not to exceed \$10 per participant.

8. **Administrative Fee:**

Contractor may include an Administrative Fee of 8% on amounts invoiced with the exception of the amounts for Textbooks and Student Supplies.

C. Invoice Submission:

Invoices shall be submitted monthly in arrears by the 10th day of the month following service to:

Los Angeles Healthcare Workforce Development Program

500 So. Virgil Avenue, Suite 200

Los Angeles, CA 90020

Attention: Diane Factor, Director, HCWDP

Errors or missing documentation may result in a delay in invoice processing and reimbursement. If a dispute arises

as to the completeness or accuracy of any invoice, any portion of the invoice not in dispute will be paid. The parties will meet to discuss any amounts remaining in dispute; however, the Director of Health Services shall make all final determinations regarding the completeness or accuracy of Contractor's invoices.

Contractor shall be reimbursed within 30 days of receipt of a complete and accurate invoice.